



2018 PROPOSED BUDGET

Presented: November 6, 2017

Executive Overview

For calendar year 2018, Bear Creek Township (“Bear Creek” or “the Township”) puts forward a proposed budget which has no tax increases. This is the ninth consecutive year that tax rates have been the same or even lower than the prior year. Tax reductions previously implemented including the the Homestead Tax break and the elimination of the Township’s share of the Per Capita Tax remain in place. The following table provides detail for the 2018 budget, separated between regular operations and capital projects.

	Total	Operating Budget	Capital Budget
Revenue			
Taxes	\$ 524,400	\$ 524,400	\$ -
Licenses and Permits	\$ 41,500	\$ 41,500	\$ -
Fines	\$ 2,360	\$ 2,360	\$ -
Interest, Rents, & Royalties	\$ 65,400	\$ 65,400	\$ -
Intergovernmental Payments	\$ 492,250	\$ 167,250	\$ 325,000
Charges for Service	\$ 18,600	\$ 18,600	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -
Total Budget Revenue	\$ 1,144,510	\$ 819,510	\$ 325,000
Expenditures			
General Government	\$ 219,293	\$ 163,293	\$ 56,000
Public Safety	\$ 127,265	\$ 107,265	\$ 20,000
Sanitation	\$ 6,920	\$ 6,920	\$ -
Roads & Streets	\$ 724,390	\$ 199,390	\$ 525,000
Recreation	\$ 153,500	\$ 3,500	\$ 150,000
Insurance & Employer Taxes	\$ 134,195	\$ 134,195	\$ -
Total Expenditures	\$ 1,365,563	\$ 614,563	\$ 751,000
Net Current Year 2018	\$ (221,053)	\$ 204,947	- \$ 426,000
Appropriate from Reserves	\$ 221,053		\$ 221,053
Net 2018 Activity	\$ -	\$ 204,947	\$ (204,947)

Operating Revenue & Expense

Revenue	2018 Increase (Decrease)	2018 Operating Budget	2017 Operating Forecast
Taxes	\$ 1,436	\$ 524,400	\$ 522,964
Licenses and Permits	\$ 1,403	\$ 41,500	\$ 40,097
Fines	\$ (437)	\$ 2,360	\$ 2,797
Interest, Rents, & Royalties	\$ (31,213)	\$ 65,400	\$ 96,613
Intergovernmental	\$ 11,992	\$ 167,250	\$ 155,258
Charges for Service	\$ (6,727)	\$ 18,600	\$ 25,327
Total Budget Revenue	\$ (23,546)	\$ 819,510	\$ 843,056

- **Operating Revenues are expected to fall by \$23,546 or 2.8% compared to 2016.**
 - In 2017, a one-time payment of \$25,000 was received as part of the contract extension with SBA Properties for cellular tower management.
 - Excluding this nonrecurring payment, operating revenues are projected to grow by \$1,454.

Expenditures	2018 Increase (Decrease)	2018 Operating Budget	2017 Operating Budget
General Government	\$ 38,649	\$ 163,293	\$ 124,644
Public Safety	\$ 4,281	\$ 107,265	\$ 102,984
Sanitation	\$ 382	\$ 6,920	\$ 6,539
Roads & Streets	\$ (426)	\$ 199,390	\$ 199,816
Recreation	\$ (544)	\$ 3,500	\$ 4,044
Insurance & Employer Taxes	\$ 25,729	\$ 134,195	\$ 108,466
Total Expenditures	\$ 68,071	\$ 614,563	\$ 546,492

- **Operating Expenses are expected to increase by \$68,071 or 12.5% over 2017.**
 - General Government increases by \$38,649 over 2017. This is detailed below:
 - Professional services (legal and engineering) in 2017 have run low the past two years. The 2018 budget is based on prior years, resulting in an increase of \$18,000.
 - Expanded communications initiative increases the budget by \$14,400. This includes a complete redesign of the township website (\$5,000), a new color copier (\$5,400), and postage for quarterly newsletters (\$4,000).
 - Insurance and Employer Taxes increase by \$25,729 over 2017. This is detailed below:
 - The pension contribution is expected to be \$9,700 higher than in 2017 based on data received from pension administrator.
 - Health insurance increases by \$6,400 based on most recently available quotes.
 - Workers Compensation insurance is expected to be \$3,200 higher than 2017.
 - Property insurance is expected to be \$3,000 higher than 2017.
 - Township introduces a vision and dental employee benefit at a total cost of \$2,500.

Capital Spending

Project – 2018 Budget	Total	Grant	Township Cost
Old East End Blvd Repaving	\$ 0	\$ 100,000	\$ -100,000
Consolidated Public Works Building	\$ 460,000	\$ 225,000	\$ 235,000
New Playground Equipment	\$ 150,000		\$ 150,000
Flail Mower	\$ 100,000		\$ 100,000
Pole Barn Roof	\$ 25,000		\$ 25,000
Camera System – Parks/Other	\$ 20,000		\$ 20,000
Total	\$ 751,000	\$ 325,000	\$ 426,000

- **Capital Expenditures (net of grants) increase from estimated \$385,114 in 2017 to \$426,000 in 2018.**
 - Old East End Boulevard repaving will be completed and paid for in 2017. Bear Creek Township obtained a \$100,000 grant for this project. This grant is not expected to be received until 2018 after all paperwork is submitted and processed by the state.
 - The new Consolidated Public Works Building will be completed this year. The total cost of this project is partly offset by a grant of \$225,000.
 - The remaining projects have been included in prior budgets but subsequently deferred. These are now critical investments for the township.

Cash Flow

Consolidated Operations & Capital Expenditures yields a net reduction in cash of \$221,053. The current projection of cash on hand for year end 2017 is \$1,537,659 which is projected to be \$1,216,606 at year end 2018.

Next Steps

- Budget will remain available for inspection at office and on-line.
- Public comment accepted tonight and at December 4, 2018 (6:00) public meeting.
- Adjustments and corrections can be made to the original budget.
- After public comment, the board may vote on the proposed budget so long as:
 - Total Revenues do not change by more than 10%.
 - Total Expenses do not change by more than 10%
- No major category of revenue or expense changes by more than 25%

Bear Creek Township Budget - 2018		Actual	Actual	Projected	Budget
		2015	2016	2017	2018
Income					
300 - TAXES					
301 - Real Estate Taxes					
	301.10 - Real Estate Taxes - Current	109,008	109,740	95,069	94,900
	301.40 - Real Estate Taxes - Delinquent	8,930	7,561	8,555	8,000
	Total 301 - Real Estate Taxes	117,938	117,301	103,624	102,900
310 - Per Capita Taxes					
	Per Capita Tax	7,137	2,739	1,248	0
	Real Estate Transfer Tax	36,459	75,506	27,522	30,000
	Earned Income Tax	365,750	395,382	376,547	375,000
	Mercantile Tax	2,626	5,029	2,333	4,500
	Local Service Tax	16,610	12,420	11,690	12,000
	Amusement Tax	260	90	0	0
	Total 310 - Per Capita Taxes	428,842	491,166	419,340	421,500
	Total 300 - TAXES	546,780	608,467	522,964	524,400
320 - LICENSES & PERMITS					
	321.40 - Contractor Licenses	125	0	0	0
	321.80 - Cable Television Franchise	46,594	38,176	40,097	41,500
	Total 320 - LICENSES & PERMITS	46,719	38,176	40,097	41,500
330 - FINES					
	331.11 - Motor Vehicle Violations	1,708	1,487	1,554	1,400
	331.12 - Violation of Ordinances	1,277	766	1,243	960
	Total 330 - FINES	2,985	2,253	2,797	2,360
340 - INTEREST, RENTS & ROYALTIES					
	341.00 - Interest Income	3,162	5,475	10,791	8,700
	342.10 - Towers	19,302	19,931	44,112	19,200
	342.11 - windmills	39,935	40,244	40,960	37,200
	342.20 - Rent of Building	150	150	750	300
	Total 340 - INTEREST, RENTS & ROYALTIES	62,549	65,801	96,613	65,400
350 - INTERGOVERNMENTAL					
	355.01 - Public Utility Realty Tax	632	614	627	600
	355.04 - Alcoholic Beverage License	1,400	1,000	1,000	1,000
	355.05 - Pension System State Aid	9,149	8,771	9,505	18,400
	355.100 - State Allocation	82,274	96,052	100,496	103,600
	355.99 - All Other Shared Revenues	19,620	19,354	17,872	18,000
	356.01 - DCNR lands	1,739	3,479	4,348	4,300
	356.02 - Game Commission Lands	18,320	18,320	18,320	18,300
	359.00 - Grants	0	30,000	-30,000	325,000
	359.01 - Dennison Township	1,668	2,142	2,240	2,200
	359.05 - W-B Municipal Authority	850	850	850	850
	Total 350 - INTERGOVERNMENTAL	135,651	180,582	125,258	492,250
360 - CHARGES FOR SERVICES					
	361.30 - Zoning & Subdivision Fees	1,050	1,450	1,800	1,200
	361.34 - Hearing Fees (Zoning & Planning	600	900	1,750	1,200
	361.50 - Reproduction of Records	11	0	0	0
	362.41 - Building Permits	18,622	11,781	13,920	12,000

Bear Creek Township Budget - 2018		Actual	Actual	Projected	Budget
		2015	2016	2017	2018
	362.43 · Sewage Permits	1,976	4,571	7,007	3,600
	362.45 · Certificate of Occupancy	450	925	850	600
	Total 360 · CHARGES FOR SERVICES	22,710	19,627	25,327	18,600
	380 · MISCELLANEOUS INCOME				
	380.01 · Miscellaneous Income	9	0	0	0
	390.10 · Sale of Fixed Asset	0	0	0	0
	390.10 · Other Miscellaneous	0	0	0	0
	Total 380 · MISCELLANEOUS INCOME	9	0	0	0
	Total Income	817,403	914,906	813,056	1,144,510
	Expense				
	400 · GENERAL GOVERNMENT				
	400.00 · GOVERNING BODY				
	400.11 · Salary - Supervisors	9,375	9,267	9,375	9,375
	400.20 · Supplies	0	0	949	1,200
	400.31 · advertising	1,393	460	315	800
	400.33 · Mileage	0	0	54	0
	400.42 · Dues & Subscriptions	300	1,703	2,211	2,000
	400.46 · Seminars & Conferences	20	60	150	200
	Total 400.00 · GOVERNING BODY	11,088	11,490	13,053	13,575
	402.00 · AUDITING SERVICES				
	402.11 · Salary - Auditors	0	0	0	0
	402.31 · CPA	4,750	9,100	6,550	7,600
	Total 402.00 · AUDITING SERVICES	4,750	9,100	6,550	7,600
	403.00 · TAX COLLECTION				
	403.11 · Salary - Tax Collector	5,450	5,500	5,091	4,760
	403.13 · Luz County Tax Collection Comm.	0	0	0	0
	403.21 · Postage & Supplies	91	146	202	200
	403.34 · Printing & Binding	2,273	1,708	2,342	2,400
	403.35 · Bonding Insurance	102	0	51	0
	403.45 · Seminars & Conferences	250	190	190	200
	Total 403.00 · TAX COLLECTION	8,167	7,544	7,876	7,560
	404.00 · SOLICITOR/LEGAL				
	404.31 · Legal Fees	12,472	18,442	13,558	24,000
	Total 404.00 · SOLICITOR/LEGAL	12,472	18,442	13,558	24,000
	405.00 · SECRETARY/TREASURER				
	405.12 · Salary - Secretary	31,342	33,394	39,520	40,768
	405.21 · Office Supplies/Postage	2,682	1,964	3,700	6,400
	405.27 · Computer Hardware	50	0	964	5,400
	405.321 · Telephone Expense	1,507	1,652	1,824	1,850
	405.33 · Mileage	112	0	20	100
	405.34 · Advertising Expense	0	110	100	100
	405.341 · Request for Copies	0	0	0	0
	405.35 · Bonding Insurance	1,032	516	0	0
	405.45 · Contracted services	2,127	2,214	2,668	8,840

Bear Creek Township Budget - 2018		Actual	Actual	Projected	Budget
		2015	2016	2017	2018
	406.46 · Seminars & Conferences	0	0	80	0
	Total 405.00 · SECRETARY/TREASURER	41,499	39,851	48,876	63,458
	408.00 · ENGINEERING SERVICES				
	408.12 · Engineering Fees	3,980	4,117	16,594	80,000
	Total 408.00 · ENGINEERING SERVICES	3,980	4,117	16,594	80,000
	409.00 · MAINTENANCE				
	409.12 · Salary - Maintenance	736	0	0	0
	409.22 · Supplies	399	216	230	0
	409.25 · Repairs & Maintenance	1,494	20,146	2,009	2,000
	409.361 · Electricity	5,508	6,401	5,916	6,000
	409.362 · Heating Oil	5,918	3,892	6,479	6,500
	409.45 · Contracted Services	1,271	29,342	3,502	8,600
	Total 409.00 · MAINTENANCE	15,406	59,997	18,136	23,100
	Total 400 · GENERAL GOVERNMENT	97,361	150,542	124,644	219,293
	410 · PUBLIC SAFETY				
	411.00 · FIRE PROTECTION				
	411.361 · Electricity	215	267	291	300
	411.45 · Contracted Services	26,843	26,777	24,794	23,725
	411.54 · Firemen's Relief Contribution	19,620	19,354	17,872	18,000
	Total 411.00 · FIRE PROTECTION	46,678	46,399	42,958	42,025
	413.00 · SEWAGE & CODE ENFORCEMENT				
	413.100 · Code Charges	9,779	7,849	9,814	6,360
	413.12 · Salary - Code Enforcement	4,250	19,231	40,000	41,600
	413.13 · Sewage Enforcement Fees	1,527	2,405	5,864	2,880
	413.21 · Office Supplies/Postage	0	0	50	60
	413.321 · Telephone Expense	175	125	125	300
	413.33 · Mileage	0	1,812	0	0
	413.34 · Advertising	0	0	0	0
	413.46 · Seminars and Conferences	0	375	500	2,000
	413.70 · Capital Outlay	0	35,103	0	0
	413.00 · Other	0	0	0	0
	Total 413.00 · SEWAGE & CODE ENFORCEMENT	15,730	66,899	56,352	53,260
	414.00 · PLANNING & ZONING				
	414.12 · Salary - Planning/Zoning	300	450	450	900
	414.21 · Office Supplies/Postage	0	90	11	0
	414.238 · Clothing and Uniforms	0	75	0	80
	414.27 · Computer equipment	0	1,792	0	0
	414.31 · Legal Expense	0	604	0	0
	414.31A · Planning & Consulting	0	418	0	0
	414.321 · Telephone Expense	0	0	150	0
	414.33 · Mileage	277	0	124	0
	414.34 · Advertising Expense	380	2,209	998	800
	414.40 · Zoning Hearings	110	223	443	400

Bear Creek Township Budget - 2018		Actual	Actual	Projected	Budget
		2015	2016	2017	2018
	414.42 · dues and subscriptions	110	102	102	1,200
	414.46 · seminars and conferences		0	1,396	100
	Total 414.00 · PLANNING & ZONING	1,177	5,963.19	3,674	3,480
	415.00 · EMERGENCY MANAGEMENT				
	415.45 · Contracted Services	0	0	0	8,500
	415.70 · Capital Outlay	0	0	0	20,000
	Total 415.00 · EMERGENCY MANAGEMENT	0	0	0	28,500
	Total 410 · PUBLIC SAFETY	63,989	119,347	102,984	127,265
	427 · SANITATION				
	422.00 · Vector Control		0	60	-
	427.00 · Garbage Collection	910	1,080	990	1,080
	427.10 · Recycling Rebates/Expenses	812	2,042	2,460	2,400
	427. · Sanitation / Other		0	202	200
	427.12 · Recycling Payroll	2,354	2,169	2,827	3,240
	Total 427 · SANITATION	4,076	5,291	6,539	6,920
	430 · ROADS & STREETS				
	430.00 · General Services				
	430.11 · Supervisors' Hourly	1,878	77	220	1,320
	430.12 · Salaries	72,497	74,228	108,936	118,450
	430.22 · Operating Supplies	5,339	2,617	3,057	3,000
	430.231 · Vehicle Fuel	7,664	4,315	7,767	7,800
	430.24 · Other Operating Supplies/Safety	88	0	593	600
	430.25 · Bldg. Repairs & Maintenance	620	3,230	8,543	1,000
	430.26 · Small Tools & Minor Equipment	133	362	4,829	1,000
	430.27 · CDL Testing	120	250	160	200
	430.321 · Telephone Expense	600	525	875	900
	430.33 · Mileage	0	0	0	0
	430.361 · Electricity	705	696	715	720
	430.362 · Heating Oil	3,469	1,209	3,897	4,000
	430.45 · Contracted Services	0	8	445	0
	430.46 · Seminars	0	0	0	0
	430.00 · General Services Other	0	0	0	0
	430.70 · Capital Outlay	0	237,446	332,549	525,000
	Total 430.00 · General Services	93,114	324,964	472,586	663,990
	432.00 · WINTER MAINTENANCE				
	432.22 · Operating Supplies	45,371	21,135	30,000	30,000
	Total 432.00 · WINTER MAINTENANCE	45,371	21,135	30,000	30,000
	433.00 · Traffic Control Devices				
	433.24 · Traffic Signs	5,024	542	679	600
	433.00 · Traffic Control Devices - Other	731	508	506	600
	Total 433.00 · Traffic Control Devices	5,754	1,050	1,185	1,200
	434.00 · Street Lighting				
	434.361 · Street Lighting	21,394	21,155	21,353	21,600

Bear Creek Township Budget - 2018		Actual	Actual	Projected	Budget
		2015	2016	2017	2018
	Total 434.00 · Street Lighting	21,394	21,155	21,353	21,600
	437.00 · Repairs to Tools & Machinery				
	437.25 · Repairs - Tools & Machinery	5,243	1,204	0	100
	437.251 · repair/maintenance/vehicle part	13,366	8,152	5,008	5,000
	437.38 · Equipment Rental	111	324	1,407	1,500
	437.45 · contracted services	0	310	0	0
	Total 437.00 · Repairs to Tools & Machinery	18,720	9,989	6,415	6,600
	438.00 · Road & Bridge Maintenance				
	438.25 · Repair to Roads	560	13,179	826	1,000
	Total 438.00 · Road & Bridge Maintenance	560	13,179	826	1,000
	Total 430 · ROADS & STREETS	184,914	391,472	532,365	724,390
	450 · RECREATION				
	454.00 · Parks				
	454.21 · Expenses	0	50	600	0
	454.361 · Electricity	2,091	1,942	2,002	2,100
	454.45 · Contracted Services	1,966	2,991	1,441	1,400
	454.54 · Donations	0	0	0	0
	454.70 · Capital Outlay	0	8,305	22,565	150,000
	Total 454.00 · Parks	4,057	13,289	26,609	153,500
	Total 450 · RECREATION	4,057	13,289	26,609	153,500
	480 · MISCELLANEOUS				
	480.00 · Miscellaneous	100	5,058	707	0
	483.00 · Pension/Retirement Fund	9,721	8,782	10,702	20,400
	484.00 · Workers' Compensation	15,321	20,188	28,970	32,160
	485.00 · Unemployment Compensation	1,815	1,440	2,287	2,500
	486.00 · Insurance				
	486.10 · Insurance-Liability	3,771	0	13,099	0
	486.20 · Insurance-Property/Casualty	4,192	15,739	0	16,000
	486.30 · Insurance-Automobile	3,235	165	0	0
	486.xx · Other Insurance Expense	907	919	0	950
	Total 486.00 · Insurance	17,300	16,823	13,099	16,950
	487.153 · Disability Insurance	649	887	962	975
	487.156 · Health Insurance	19,034	23,315	35,701	42,120
	Dental Insurance	0	0	0	2,100
	Vision Insurance	0	0	0	380
	487.158 · Life Insurance	400	534	347	450
	487.160 · Social Security (Employers)	8,111	9,233	12,718	13,090
	487.161 · Medicare (Employers)	1,897	2,159	2,974	3,070
	Total 480 · MISCELLANEOUS	74,350	88,420	108,466	134,195
	Total Expense	428,746	768,360	901,606	1,365,563
	Net Income	388,658	146,546	-88,550	-221,053